



MEMORANDUM

Date: March 1, 2007

To: All Interested Parties

From: Chris Essid

RE: 2007 Virginia Interoperable Communications Conference

It is with great pleasure that we announce the 2007 Virginia Interoperable Communications Conference, to be held September 27 and 28 at the Hotel Roanoke & Conference Center in Roanoke, Virginia. We expect 300-350 participants this year, to include emergency responders, law enforcement, public safety practitioners and other criminal justice agency personnel from the local, state and federal levels.

At this conference we hope to feature approximately 25 vendors who will exhibit their products and services to this diverse population of attendees. In addition, we are offering marketing opportunities for any companies that would like to sponsor any part of the conference.

If you would like to reserve exhibit space at this event, please return the attached Exhibitor Agreement Form and your payment to Karen Sullivan at the address below **by Friday, September 21.**

I believe this event will provide a wonderful opportunity to market your products and services to those directly involved in the criminal justice field. Should you have questions or concerns, please contact me at (804) 225-3800 or via e-mail at chris.essid@governor.virginia.gov.

I look forward to hearing from you soon!

Virginia Interoperable Communications Conference
September 27-28, 2007

Exhibitor Agreement Form

- LOCATION:** Hotel Roanoke & Conference Center
110 Shenandoah Avenue
Roanoke, Virginia 24016
(540) 985-5900
www.hotelroanoke.com
- SET UP:** Exhibitors are responsible for setting up their exhibits.
Set-up time is 3:00 PM-9:00 PM on Wednesday, September 26, 2007.
- TAKE DOWN:** Exhibitors are responsible for dismantling and removing their exhibits.
Exhibits must be removed by 6:00 PM on Friday, September 28, 2007.
- PROVISIONS:** One exhibit space (approximately 8' x 10'); one 6' x 2' skirted table;
one chair.
- FEE:** The **\$750.00 exhibit fee** includes the above provisions, conference registration
(exhibitors are welcome to attend plenary sessions and workshops) and scheduled
meals and breaks. **No refunds will be issued after September 21, 2007.**

Vendor space is **FIRST COME, FIRST SERVED**. The exhibit fee MUST accompany this agreement in order for space to be reserved. Checks are to be made payable to "Treasurer of Virginia" and should be received by Karen Sullivan no later than Friday, September 21 at the address below:

Virginia Department of Criminal Justice Services
202 North 9th Street, 10th Floor
Richmond, Virginia 23219
ATTN: Karen Sullivan

Business Name: _____

Address: _____

Phone Number: _____

Contact Person: _____ E-Mail: _____

Will your exhibit require electrical service? _____ Yes _____ No

Will your exhibit require Internet service? _____ Yes _____ No

Do you have any other special requirements? (extra fees may apply) _____ Yes _____ No

If Yes, please describe: _____

Have you enclosed your check, payable to “Treasurer of Virginia”? ☐ Yes ☐ No

Please list the designated attendee(s) so they may be registered for the conference once the contribution is received.

_____	_____
Name	Title
_____	_____
Name	Title
_____	_____
Name	Title
_____	_____
Name	Title

If additional space is needed, please attach a separate sheet of paper